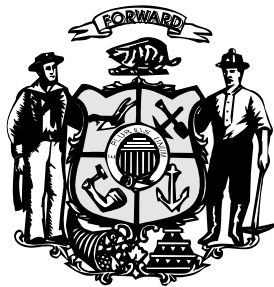


STATE OF WISCONSIN
Public Records Board

SCOTT WALKER
GOVERNOR

Georgia Thompson
Executive Secretary



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Minutes - Public Records Board - Records Management Committee Meeting
Tuesday, July 15, 2014; 1:00 - 4:00 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Mary Burke, Helmut Knies, Bryan Naab

- 1) **Call to order:** 1:34 PM
- 2) **Approval of Minutes:** The minutes from April 15, 2014 were approved as submitted. Mary Burke/Helmut Knies.
- 3) **System Applications and Records Retention:** This item was tabled until the October 14, 2014 meeting.
- 4) **RDA Review:** There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

A new Legal Records General Schedule (GS) was submitted for review this quarter. There was an in-depth discussion of the preface pages regarding what should be communicated and what was being communicated. The Committee's comments and concerns will be provided to the Legal Records GS workgroup so they can be addressed. The Committee recognized and appreciated the hard work of the workgroup, but felt they could not recommend approval at this time.

Waukesha County submitted several schedules for review this quarter. Some of those schedules requested retention time periods shorter than corresponding provisions of the approved County General Schedule. The currently approved retention period on the County General Schedule for the Waukesha County schedules in question is "permanent." Representatives from the county spoke to the Committee about their internal process of review and the reasons they are requesting shortened retention times for certain schedules. The Committee members then discussed the specifics of the county's request and the approved County GS. After their discussion the consensus was 1) to recommend approval of the Waukesha County schedules as submitted with some requested retention periods that are shorter than "permanent" as specified on the County General Schedule, 2) to reach out to the Counties Association which drafted and submitted the current GS to request they review it for possible amendments before the sunset date in May 2020 is reached, and 3) to consider recommending approval of future County submissions which request shortened retention time periods where appropriate, reasonable justification is provided.

- 5) **GS Update:**
 - a) **Information Technology:** The GS renewal was presented to the IT Directors Council and the Records Officer Council (ROC), neither of whom had substantial changes. Lois Mulder will present the draft to the Administrative Officers Council on August 3, 2014 for their review and input. It should be ready for review during the fourth quarter cycle.
 - b) **Pending Revisions:** The ROC is considering undertaking a full review of the Administrative GS. Several of the GSs which expire in 2016 will be reviewed during the process and may be superseded or included in a revision of the Administrative GS if applicable. Additionally, there has been a proposal to add a section for Public Information/Communication Office records to the Administrative GS.

- c) **GRS Template & Introduction Committee:** Draft revisions were given to the ROC. Their comments are due by July 18, 2014. Georgia will contact Sandra Broady-Rudd to see if she would like the documents presented for review to the Records Resource Management Committee. Once all comments are in, a final draft will be submitted to the Records Management Committee for their review before being presented to the Board.
- d) **Technical Changes:** A review of all of the General Schedules has been completed to identify links within each GS that need to be updated or corrected. Georgia Thompson and Kathryn Egeland will be making the updates. Also identified was a lack of consistency within GSs when 'destroy' vs 'destroy confidential' is notated. The Committee would like to discuss this topic further before any updates are made to existing schedules.

6) Other Business:

- a) **Open Meeting Requirements:** This item was tabled until the October 14, 2014 meeting.

Meeting adjourned at 3:36 PM.

Next meeting: October 14, 2014.